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Policy Book

General Headquarters
Supreme Commander for the Allied Powers
Allied Translator and Interpreter Section
Washington Document Center (Adv)

13 December 1945

ADMINISTRATIVE MEMORANDUM)
:
NUMBER 4

TO : All WDC(Adv) Personnel

1. All personnel will be responsible for knowledge of and compliance with official communications published on the WDC (Adv) bulletin board, room 235A.

2. Duty hours henceforth will be from 0800 to 1200, 1330 to 1700 for all personnel not on special detail, in compliance with SCAP Staff Memorandum 70, 18 November 1945.

3. Enlisted Men, unless excused via Detachment procedure for those working late hours, will stand reveille formation as required by ATIS policy.

4. Enlisted Men will stand regular Detachment breakfast formation and will not use S-Cards for this meal unless so authorized (Par 2 above).

5. Enlisted Men will conform to ATIS and Army requirements for orderly disposal of personal property, preparation of bunks and area for inspection, policing regularly for neatness.

6. Officers will sign out in the registry at the Billeting Office when leaving the station and will sign in upon return.

BY ORDER OF LT. COL. R.V. SMITH:

WESLEY S. MEGINN
Capt. A.C.
Exec Officer WDC(Adv)

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